



Wednesday, September 10, 2003

Subject: SIDA Badgeholder Responsibilities

We would like to remind everyone of their responsibilities as a SIDA badgeholder. Having a SIDA badge is a privilege that grants you access to certain areas on the airport where access is controlled. Along with this privilege comes responsibility. REMEMBER: *YOUR* badge is *YOUR* responsibility! It shows who you are and what areas of the airport you have access to. Anytime your badge is used to open a door or gate, that information is recorded on a computer. Below is a review of some important SIDA rules and regulations:

- NEVER loan your badge to anyone for any reason.
- Never borrow someone else's badge.
- If you see someone in a restricted area with no badge, you must challenge that person or report it by calling 273-3311.
- Do not alter or reproduce your badge in any way.
- If your badge is lost or stolen, report it *IMMEDIATELY* by calling 602-273-3311. (This number is available 24 hours a day, every day, including holidays.)
- If you are responsible for collecting the badges of employees who are terminated, you must call and report the name of the employee who was terminated immediately, and deliver those badges to the Airport Operations Badging Office as soon as possible.

Every badgeholder is responsible for knowing the airport rules and federal regulations pertaining to SIDA badges. Failure to comply with these rules and regulations may result in NOVs, monetary fines, and / or badge suspension or revocation by the Aviation Department and / or TSA.

If you would like a thorough review of SIDA rules and regulations, we encourage you to attend a SIDA class. The class is *FREE* and you will have the opportunity to have all your questions answered. To sign up for a class, call 273-2036.

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DEPARTMENT AIRPORT OPERATIONS**